

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 19, 2006

Job Title:	Administrative Support	Position No.:	24198
Division:	Interstate Compact	Pay Band:	3
Location:	Helena	Bargaining Unit:	Na
Status:	Permanent, Full-Time	Supplement:	Yes
Salary:	\$9.94 to \$12.42	Shift:	8 a.m. to 5 p.m. M-F
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311

P.O. Box 201301

1539 11th Ave.,

Helena, MT 59620-1301

fax to (406)444- 4551 **email to** cfah@mt.gov

No later than 5:00 p.m., October 4, 2006.

Application materials are available on the web at www.mt.gov.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Serves as a primary secretarial support and receptionist for four incoming telephone lines. Researches via criminal data bank and hard copy files when responding to or referring callers. Maintains and enters updated information. Files miscellaneous letters, reports, forms, files and other material to maintain proper storage of material and to insure that information can be easily retrieved. Knowledge of alphabetic and numeric filing procedures and general office skills are required. Opens, reviews, sorts, distributes incoming mail. Pull case files for each piece of incoming mail for staff. Researches database program or hard copy files in order to distribute mail and case files. Serves as record clerk. Faxes routine travel permits to other states. Develops file system and retains miscellaneous travel permits. Sorts and destroys permits that have expired after 60 days. Provides information to criminal justice agencies, offenders, offenders' families, parole & probation agents and general public pertaining to cases. Researches, reviews and analyzes ACIS and hard copy files and utilizes

the Department's guidelines regarding confidentiality before releasing information. Disseminates reports/documents/reporting instructions from fax machine.

Prepares and distributes Montana Requests for Investigation and Out of State Requests to Montana. Assist in case management in the absence Compact Specialists at the direction of the DCA. Enters and maintains all legal, address changes or other information in ACIS/PROFILES. Reviews all Reporting Instructions and distributes them to staff.

Completes major Interstate mailings of case related correspondence to Interstate Units throughout the United States, twice weekly and field mail daily. Responsible for maintaining updated mail labels and phone/fax directories. Provides in-house training for new Probation & Parole officers and administrative support staff on Interstate Compact policies and procedures. Assisting, providing, and distributing training material and other information to field staff on an on-going basis.

Competencies:

LOYALTY AND DEDICATION

Adheres to organizational goals and the tasks at hand. Aligns actions and activities with the needs and goals of the organization.

RELIABLE AND DEPENDABLE

Reliable/dependable in performing job-related tasks.

ACTIVE LISTENING

Gives full attention to/makes a conscious effort to hear other's ideas, concerns, questions/issues with interest, empathy and objectivity. Paraphrases/asks clarifying questions to ensure understanding of the message when required.

UNDERSTANDING, SENSITIVITY, TRUST BUILDING

Interacts openly/honestly. Encourages others to express viewpoints. Listens/respects different viewpoints. Addresses misunderstandings directly with those involved. Maintains confidences. Demonstrates awareness of nonverbal/verbal communication. Elicits trust from others by showing honesty, reliability, integrity.

SPEAKING EFFECTIVELY

Expresses/presents thoughts/ideas clearly, succinctly, and in an understandable manner individually and in a group. Adjusts language, delivery, terminology to meet needs of audience. This competency includes any type of verbal communication, such as giving presentations, providing training, giving testimony, speaking in person or by telephone.

WRITING EFFECTIVELY

Expresses/presents information/ideas in writing that is clear, succinct, understandable. Adjusts language, writing style/ terminology used to meet need/level of understanding of reader. Utilizes knowledge of structure/content of English language, including meaning/spelling of words, rules of composition, grammar. (This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)

PRIORITIZING, MULTI-TASKING, BALANCING MULTIPLE PROJECTS

Recognizes/establishes relative importance of multiple issues, tasks, opportunities to maximize productivity of organization.

QUALITY, ACCURACY, ATTENTION TO DETAIL

Achieves excellent work results by attending to details. Demonstrates appropriate level of precision to complete projects successfully/to execute job responsibilities in timely manner.

ORGANIZATIONAL AWARENESS

Aware of/understands goals, objectives, political structure of organization. Aware of impact/implications of decisions/actions throughout organization. Aware of influence/impact that others or outcomes may have on goals/objectives of organization. Sets realistic goals through thorough understanding of formal/informal structures of organization. Takes into consideration/understands impact of business decisions/actions on internal/external stakeholders. Strives to meet/improve own performance based on understanding of organizational mission statement/goals.

Education and Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to at high school diploma and one to two years of office experience. Experience in the Corrections System is preferred.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL FORM****

SUPPLEMENTAL QUESTIONS

Job Title:	Administrative Support	Position Number:	24198
Application Deadline:	October 4, 2006	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. *Please put your name and the position for which you are applying on each sheet.* This supplement is reviewed separately from the state application; do not assume that the reviewer has access to your application information. It is part of the applicant evaluation process.

1. The position requires emotional maturity, sound judgment, confidentiality and the ability to work effectively in a stressful environment. Explain a situation where you have demonstrated these qualities.
2. Explain your philosophies on assisting other staff in duties that are not specifically detailed in your job description, and the advantages and disadvantages of providing this assistance.

DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction : _____

Applicant's Signature: _____ **Date:** _____